Preparing for SAT® and PSAT/NMSQT® Results

For Educators

1. All data users must have a **College Board Education Professional Account** (https://www.collegeboard.org)

2. Identify an **Access Manager** who will be responsible for logging into the Manage Access Tool and assigning access roles to all school staff (https://dat.collegeboard.org/dat/login)

3. Additional information on the **access roles** is available at (https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help#manage-user-access)

4. Once access has been granted (through an email notification) users can log into the **K-12 Assessment Reporting Portal** (https://k12reports.collegeboard.org/login)

For Students

1. Students need a **College Board Account** to view scores and access college and career planning tools (https://www.collegeboard.org)

2. Students need a **Khan Academy® Account** to link their scores and begin free practice for the SAT (www.satpractice.org)

3. By downloading the *Daily Practice for the New SAT* **App** to a smartphone, students can get instant practice test scoring through the Score and Scan feature (https://collegereadiness.collegeboard.org/sat/practice/daily-practice-app)

4. Step-by-step guidance for for analyzing and communicating **PSAT/NMSQT results** is available at (https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/sharing-results)

For Educators

1. All data users must have a **College Board Education Professional Account** (https://www.collegeboard.org)
2. Every school will need to identify an **Access Manager**, who is responsible for logging into the Manage Access Tool, https://dat.collegeboard.org/dat/login, and assigning access roles to school staff.
   a. It is recommended that all staff that needs to view <u>aggregate-level</u> data be given **Assessment Reporting Summary** access and all staff that needs to view <u>student-level</u> data be given **Assessment Reporting Detail** access. A full description of roles and recommended users is in the box below.
   b. Once access has been granted (through an email notification) users can log into the K-12 Assessment Reporting Portal and view scores at https://k12reports.collegeboard.org/login
   c. Additional support for the Manage Access Tool is available at https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help#manage-user-access
   d. Help with navigating the K-12 Assessment Reporting Portal is available at https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help

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Access Roles

- **DAT for Assessment Reporting (Access Manager):** This role allows you to assign any of the roles listed below (including this one). Access Managers <u>cannot view data</u>; rather, they are responsible for logging into the system and determining the appropriate level of access to data for all other staff.

- **Assessment Reporting Data Files Management:** Assign this role to colleagues in charge of <u>uploading results into your local data systems</u>. Users with this role may be IT vendors, technology or other institution staff.

- **Assessment Reporting Summary:** Assign this role to colleagues who need to view <u>aggregate level</u> reports. This reporting role will not have access to personally identifiable information of students.

- **Assessment Reporting Detail:** Assign this role to colleagues who need to view <u>aggregate level</u> reports and <u>student-level</u> reports. This reporting role will have access to personally identifiable information of students.

For Students

1. Have all students create a College Board account so they can view their online score report and have access to college and career planning tools (https://www.collegeboard.org)
   a. To prevent the development of duplicate accounts, ensure students use a standard naming convention and easy to remember password (e.g. date of birth and school mascot)
   b. Tools are available on the website to retrieve forgotten passwords and usernames
   c. Customer service support is available at 866-756-7346 for students that need to merge multiple accounts
2. Make sure all students have a Khan Academy account so they can link their scores and begin free practice for the SAT® (www.satpractice.org)
3. Have students download the *Daily Practice for the New SAT* App (https://collegereadiness.collegeboard.org/sat/practice/daily-practice-app) to their smartphone. By downloading the app, students can get instant practice test scoring through the Score and Scan feature (https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests)
4. Promote consistent practice (recommended minimum 30 minutes a day, two times a week)
5. Determine a Khan Academy implementation approach
   a. Direct to Students
   b. Via College-Access or Community-Based Organization, during school or after school
   c. Via School Staff, during school or after school

Sharing Results with Students and Families

Step-by-step guidance for analyzing PSAT/NMSQT results is available at https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/sharing-results